

SmartBenefits® Program Application
for Current WMA Transit Program Participants
U.S. Department of the Interior

SmartBenefits® is the “electronic” way to receive your subsidy benefits. Your Metrochek transit benefits are electronically added each month to your Washington Metropolitan Area Transit Authority (WMATA/Metro) registered SmarTrip® card. The SmarTrip® card is a permanent plastic farecard that you register with WMATA. **To participate, you MUST complete and return this application to your Bureau/Office Transportation Subsidy Program Coordinator.**

Rules of Participation

1. All Federal employees who receive transit subsidy, and **use ALL of their benefits on Metrorail, Metrobus, Metro-authorized van pools, Cue, Fairfax Connector, Ride On, DASH, or DC Circulator** are required to participate in the SmartBenefits® Program.
2. Participants must provide the serial number of a Metro **Registered** SmarTrip® Card when applying for SmartBenefits®. If you have not registered your card or are unsure that it is registered, you must do so by calling WMATA at (888) 762-7874, or on-line at <https://www.smartrip.com/streg/streg.entryfm>.
3. All Federal employees who participate in the SmartBenefits® Program must authorize the Department of Transportation (DOT) to verify the accuracy of the name, last four digits of their social security number, and registered card number assigned to their SmarTrip® Card.
4. You must attach a legible enlarged photocopy of the back of your SmarTrip® Card to this application.
5. SmartBenefits® are provided to recipients on a monthly basis. SmartBenefits® may be picked up at any time during the month by adding the benefit to your SmarTrip® Card at Metro Passes/Fare cards machines. Once downloaded, existing balances will remain on your card. However, unclaimed benefits for a given month may not be claimed once the month has passed.
6. SmartBenefits® not claimed during the intended month are returned to your agency.
7. Funds cannot be removed from your SmarTrip® card once added. Since the subsidy is given out in advance, if you leave Federal service, you will have to pay back any benefits owed by check, or money order.
8. It is illegal to use transit subsidy benefits to pay for parking. Employees parking at Metro operated parking lots paying for parking with their SmarTrip® card must do so by adding cash, or may add funds by credit or debit card to their SmarTrip® card to cover all parking expenses.

If you do not currently have a SmarTrip® Card, you can purchase one on-line. SmarTrip® Cards can be purchased for \$5 at Metro’s Sales Offices, Retail Outlets, Commuter Stores, and Regional Transit Stores <http://www.wmata.com/riding/faresales.cfm#salesoffices>. Be sure to register it at time of purchase. You may visit Metro’s Web site for more information at <http://www.wmata.com/> (click on SmarTrip®).

Employees who misuse transit subsidies in any way will be subject to appropriate disciplinary action by the agency.

PRIVACY ACT STATEMENT: This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility.

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To be eligible to participate in the SmartBenefits® Program, this application must be filled in completely and legibly and returned to your organization's Transit Manager. Please be sure to provide your SmarTrip® Card serial number (on the back of the card, lower right-hand corner). **A SmartBenefits® Application must be completed and submitted to your Bureau/Office Transportation Subsidy Program Coordinator.**

Please answer the following questions:

- Do you use all of the Metrocheks you receive on Metrobus, Metrorail, Metro registered van pool, Fairfax Connector, Cue, DC Circulator, DASH, or Ride On?
Yes No
- Is your SmarTrip® Card registered with METRO?
Yes No
- Do you authorize DOT to verify that the registration information on your SmarTrip Card is accurate?
Yes No

If your answer to all the above questions is "YES", provide the information requested below.
If any of the answers are "NO", you cannot participate in SmartBenefits at this time.

Agency: Department of the Interior

Bureau/Office:

Name (Last, First, Middle):

Last Four Digits of SSN:

Office Phone Number (xxx) xxx-xxxx:

Authorized **Monthly** SmartBenefits® Subsidy Amount:

SmarTrip® Card Serial Number:

(SmarTrip® Card must be registered in applicant's name!! If it is not, the application will not be processed.)

EMPLOYEE CERTIFICATION WARNING: This certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal.

I certify that I am employed by the above mentioned Federal Agency and am not named on a federally subsidized workplace parking permit with this or any other Federal Agency, or that I will relinquish my permit before or upon receiving the fare benefit.

I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work, and will not transfer it to anyone else.

I certify that the monthly transit benefit I am receiving does not exceed my monthly commuting costs.

Applicant Signature:

Date (mm/dd/yyyy):

Supervisor Signature:

Date (mm/dd/yyyy):

Please attach an enlarged photo copy of the back of your SmarTrip® Card with the serial number showing clearly with this application. Van Pool participants should request a SmartBenefits van pool reference guide for instructions to establish a van pool passenger account.

TO BE COMPLETED BY TRANSPORTATION SUBSIDY PROGRAM BUREAU/OFFICE COORDINATOR

Authorizing Signature:

Date Signed (mm/dd/yyyy):

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Frequently Asked Questions

1. Q: Is it important to register your SmarTrip® card?

A: YES! Without a registered SmarTrip® card, there is no way to apply your benefit to your SmarTrip® account.
2. Q: If I lose the card or it is stolen, what happens?

A: The SmarTrip® card can be replaced without losing any of the fare value on the card at the time you report it lost with a simple phone call to Metro at (888) 762-7874.
3. Q: What happens if I do not pick-up my benefits by the first of the month since the distribution is **ONLY MONTHLY** under the SmartBenefits Program?

A: You will have from the first of the month till the last day of the month to claim your monthly benefit. If you do not claim your benefit during that time frame you will **NOT** receive the media for that month. SmartBenefits® does **NOT** allow you to receive back media.
4. Q: Can my SmartBenefits® be used for parking?

A: You **CAN NOT** use Transit Benefits added to a SmarTrip® card to pay for parking at Metrorail parking lots. A good idea would be to add extra money to your SmarTrip® card to cover the parking fees. Remember that it is against Transit Program Rules to include any amount you spend on parking, so **DO NOT** include parking costs in your monthly estimate for transit expenses.
5. Q: Will my personal money be taken from my SmarTrip® card account?

A: No. Funds added to your account cannot be taken from your account. In addition, once you have claimed your SmartBenefits®, they are yours until you use them.
6. Q: Where can I pick up my SmartBenefits®?

A: Once you are enrolled in SmartBenefits®, you will be able to claim your benefits directly from any Passes/Farecards machine located at the Metrorail stations. Just add the benefits reserved for you to your registered SmarTrip® card by following easy steps given to you on the machine.
7. Q: Will Metro track where I go on Metrorail?

A: Metro does not track information related to where and when you use your SmarTrip® card, however, every transition on the SmarTrip® Card is a recorded. Metro will disclose information pursuant to applicable laws or for law enforcement purposes.
8. Q: Can you transfer Metrochek and Metrorail fares to your SmarTrip® card?

A: Yes. You can transfer any Metrochek and Metrorail farecard value used or unused to your SmarTrip® card account.
9. Q: If I am a senior citizen or disabled Metro rider, do I need to do anything differently to join SmartBenefits®?

A: Yes, you must purchase a Senior Citizen or Disabled SmarTrip® card with a valid Metro ID before enrolling in the SmartBenefits® Program. That card must also be registered.
10. Q: Will I receive the discounted fare onto my Senior Citizen or Disabled SmarTrip® card for SmartBenefits®?

A: Yes, once you have purchased your Senior Citizen or Disabled SmarTrip® card. The SmarTrip® card is encoded to charge the discounted fare.